



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 9700.1**

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**Travel w/ change 1 1/27/09**

**Responsible Office: Office of the Chief Financial Officer**

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### Appendix A. NASA Federal Travel Regulations Supplement (NFTRS)

## NPR 9700.1, Travel

<b>Chg #</b>	<b>Date</b>	<b>Description/Comments</b>
1	1/27/09	Changes include additions to Appendix A to further clarify explanations so that travelers have a better understanding of the regulations as well as to accommodate the system's limitations of the new e-Travel system, and to outline the online process of applying for a Government travel charge card.

# Preface

## P.1 Purpose

This NASA Procedural Requirements (NPR) document provides the financial management requirements for travel.

## P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

## P.3 Authority

- a. U.S.C. 5 § 5707, Regulations and Reports
- b. U.S.C. 5 § 5738, Regulations
- c. U.S.C. 5 § 5741, General Prohibition
- d. U.S.C. 5 § 5742, Transportation Of Remains, Dependents, And Effects; Death
- e. U.S.C. 20 § 905, Quarters, Quarters Allowances, And Storage
- f. U.S.C. 31 § 1353, Acceptance Of Travel And Related Expenses From Non-Federal Sources
- g. U.S.C. 40 §121, Administrative
- h. U.S.C. 49 § 40118, Government-Financed Air Transportation
- i. Executive Order 11609, Delegating Certain Functions Vested In The President To Other Officers Of The Government Source
- j. General Services Administration (GSA), Federal Travel Regulation (FTR)
- k. NASA Policy Directive (NPD) 9010.2, "Financial Management"

## P.4 Applicable Documents

None.

## P.5 Measurement/Verification

Quality assurance reviews and analysis of financial and budgetary reports and data submitted through the continuous monitoring program will be used to measure compliance with this NPR.

## P.6 Cancellation

None.

/S/  
Terry Bowie  
NASA Deputy Chief Financial Officer

# Chapter 1. Travel

## 1.1 Overview

1.1.1 The National Aeronautics and Space Administration (NASA) travel management policies seek to improve the management and systems utilized by federal employees and contractors to enable efficient travel. These efforts involve:

- a. Continuously evaluating travel and relocation programs and policies;
- b. Examining new technologies and automated systems;
- c. Analyzing the impact of current and proposed regulations, laws, executive orders, and international agreements;
- d. Facilitating the Interagency Travel Management Committee (ITMC); and
- e. Educating and training of federal travel professionals.

1.1.2 The General Services Administration's (GSA's) Office of Government-wide Policy's Center for Travel and Transportation Policy Formulation sponsors an Interagency Travel Management Committee (ITMC) that provides a forum through which federal agencies can exchange information and ideas for resolving common interests relating to the effective utilization of the Federal Travel Regulation (FTR). Through the ITMC, GSA strengthens lines of communication and disseminates information to agency representatives. To ensure compliance with internal agency rules and regulations, federal employees are referred back to his/her ITMC representative for direct assistance.

## 1.2 Agency Requirements

1.2.1 The Federal Travel Regulation (FTR), published by the General Services Administration (GSA), Travel and Transportation Management Policy Division, is the source for Federal policy on travel. The FTR is available at <http://www.gsa.gov/fttr>.

1.2.2 NASA Office of the Chief Financial Officer promulgates the Federal Management Requirements (FMR) to: (a) interpret statutory and other policy requirements in a manner that balances the need to ensure that official travel is conducted in a responsible manner with the need to minimize administrative costs, and (b) communicate the resulting policies in a clear manner to employees.

1.2.3 The NASA Federal Travel Regulation Supplement (NFTRS), contained here as Appendix A, is intended only to address matters for which NASA has authority or responsibility to set specific policy or establish specific procedures that apply only to NASA and matters not covered by the FTR. The FTR, as amended, should first be consulted regarding travel policy. It is incumbent upon NASA employee-travelers, authorizing and approving officials and financial management personnel to be familiar with the provisions of the FTR, in relation to their specific roles in the travel process.

1.2.4 Chapters 300 and 301 of the FTR are published by GSA in a plain language, question and answer, format. To facilitate the review of NASA-specific provisions related to the FTR and simplify Agency travel regulations, the FMR NFTRS is structured, formatted, and numbered consistent with the FTR. Only questions for which there are NASA-specific answers are included.



# Appendix A: FMR NASA Federal Travel Regulations Supplement (NFTRS)

A.1 The following appendix addresses matters for which NASA has authority or responsibility to set specific policy or establish specific procedures that apply only to NASA and matters not covered by the FTR.

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## CHAPTER 301 - TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

### Subchapter A - Introduction

#### Part 301-2 - General Rules

##### § 301-2.1 **Must I have authorization to travel?**

Yes. See FTR 301-2.1. Refer to NPD 9710.1\_, Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, for more information on who is empowered to authorize TDY travel. NASA Centers' Deputy Chief Financial Officers (DCFOs) shall establish a matrix outlining approving officials by position and authority. NASA-wide

approving officials shall include the appropriate levels of management and financial review.

**§301-2.5 What travel arrangements require specific authorization or prior approval?**

You must have a specific authorization or prior approval for:

- A. Use of first-class or business-class service on common carrier transportation;
- B. Use of a foreign air carrier;
- C. Use of reduced fares for group or charter arrangements;
- D. Use of cash to pay for common carrier transportation;
- E. Use of extra-fare train service;
- F. Travel by ship;
- G. Use of a rental car;
- H. Use of a Government aircraft;
- I. Payment of a reduced per diem rate;
- J. Payment of actual expense; (designated approvers will review actual expense to ensure that they are not above the 300 percent of the rate that is published by GSA)
- K. Travel expenses related to emergency travel;
- L. Travel expenses related to travel to a foreign area;
- M. Acceptance of payment from a non-Federal source for travel expenses, and
- N. Travel expenses related to attendance at a conference.

Note to §301-2.5: Paragraphs (c), (i), (m), and (n) of this section require a written or electronic advance authorization.

**§  
301-2.6 Is a travel authorization required for travel beyond 50 miles when per diem will not be authorized since the official travel is 12 hours or less?**

- A. No, a travel authorization is not required when a POV is authorized. A local voucher may be used to claim mileage expenses, tolls, and parking.
- B. No, a travel authorization is not required when a government vehicle is authorized. A local voucher may be used to claim tolls and parking.
- C. Yes, a travel authorization is required when air transportation or

government provided transportation (i.e. vehicle, aircraft) is used. A TDY travel voucher may be submitted for mileage expense, tolls, and parking. For travel that exceeds 12 hours, per diem may be claimed. See FTR 301-70.102(h).

§ **Who has responsibility for monitoring foreign travel policy at**  
301-2.7 **NASA Headquarters?**

The Office of External Relations (OER) is responsible for review and coordination of all foreign travel by NASA personnel (see NPD 9701.1). With the exception of Astronaut travel, OER has delegated most review and final approval of Center foreign travel to the NASA Centers. OER will review and approve all astronaut travel. OER will continue to coordinate, review, and approve all Headquarters foreign travel. Center Foreign Travel Coordinators will submit weekly foreign travel reports to OER. Additionally, OER international desk officers will review and concur on all foreign program and non-program travel by all NASA personnel, subject to § 301-2.18 below.

Each Center Director, NASA Mission Directorate, and Headquarters Mission Support Office will appoint a Foreign Travel Coordinator to serve as a single point of contact. Foreign Travel Coordinators are responsible for ensuring compliance with all applicable federal and NASA foreign travel policies and procedures. Center Foreign Travel Coordinators will electronically submit foreign travel requests to appropriate OER international desk officers for review and concurrence. Center Foreign Travel Coordinators shall additionally provide weekly electronic foreign travel reports to the OER Foreign Travel Managing Official no later than 5:00pm Eastern time each Wednesday. Such reports shall conform to the standard format prescribed by OER and shall include the name of the traveler, city and country to be visited, dates of travel, e-country Clearance (ECC) approval dates, and purpose. Foreign travel reports will cover all received and projected travel requests for the four-week period beginning with the week the report is submitted to the OER.

§ **What forms must be submitted to OER for foreign travel review**  
301-2.8 **and coordination?**

The following forms should be submitted in advance of travel as applicable:

A. Advance Notification Form

B. Travel Authorization (See Subpart B Travel Authorization

301-71.103)

C. NASA Form 1676, "NASA Scientific and Technical Document Availability Authorization (DAA)"

D. NASA Form 1167, "Request for Approval of Foreign Training, Non-Program

E. Travel or Gifts of Travel from Non-Federal Sources"

The submission must include, but is not limited to, the following; background information, the letter of invitation(s) and purpose of the trip, the program or agenda, the dates of travel, a list of scheduled meetings and meeting participants (if applicable), the Uniform Resource Locator (URL) for the conference web site (if applicable), copy of legal review of all reimbursable travel, and a copy of the materials to be presented (or an abstract) with approval from Center Security and Export Control, if applicable..

§  
301-2.9 **Must I obtain a "country clearance" before I travel to a foreign country?**

Yes. All official foreign travel by NASA personnel, regardless of purpose, requires that NASA request a "country clearance" through the Department of State. OER has delegated this function to a core group of foreign travel personnel at the NASA Centers and Headquarters.

§  
301-2.10 **Must I complete security training prior to foreign travel?**

Yes. If you are performing extended foreign travel, you must complete the Mandatory Personal Security Training for Extended TDY. Department of State Cable (STATE 066580) dated March 24, 2004, requires the Chief of Mission (COM) ensure that all American personnel traveling to post on permanent assignment and TDY of 30 days or more, have completed mandatory security training. This requirement applies to U.S. Government civil servants and U.S. Government contractors traveling to an overseas destination for a permanent assignment or TDY of 30 days or more (cumulative in a year). United States personnel requesting country clearance to perform extended temporary duty at an overseas location must complete the appropriate overseas personal training prior to travel. The training is required every five years. All requests for country clearance will be contingent upon completion of this training and clearance request for employees who have not met this requirement may be denied and travel may not take place. Your Center Human Resources Office will have training date/venue information.

§  
301-2.11 **Do I need to secure an official passport when traveling to a foreign country on official NASA business?**

Yes. Title 22 of the Code of Federal Regulations, Section 51.3(b) states: "An official passport is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. Where appropriate, dependents of such persons may be issued official passports."

Additionally, the Department of State requires that travelers on official U.S. government business travel obtain a valid official passport. The exception to this rule is Taiwan, which requires specific considerations. The official passport must be valid at least 6 months after the planned trip end date. However, there are some instances where the official passport must be valid up to 12 months (e.g. multiple entries into Russia) after the planned trip end date. Additionally, visas may be required to permit entry into foreign countries to persons traveling abroad on behalf of the U.S. Government. It is the traveler's responsibility to ensure that the validity of their passport expiration dates meets the applicable requirements and that appropriate visas have been obtained prior to travel commencing. Contact your Center's Passport/Visa office for specific information. This information may also be found on the Foreign Travel Portal.

§  
301-2.12 **What is "program" foreign travel?**

Program foreign travel is travel related to supporting a relationship and/or activities between NASA and a foreign government or entity that are governed by an existing International Space Act agreement, Memorandum of Understanding, letter agreement, or a contract with a foreign entity. These are directly related to and support a specific mission/project such as the International Space Station, and include flight readiness, and critical design reviews, joint science/mission working groups, technical interchange meetings, launch and landing, and vendor meetings on specific contracts, etc. The program/agreement in question should be referenced in the paperwork supporting the request for permission to travel.

All other foreign travel is non-program travel.

§  
301-2.13 **What is "non-program" foreign travel?**

Non-program foreign travel is travel for the purposes of attending conferences, symposia, and workshops, planning meetings supporting international collaboration (such as the World Space Congress, or the American Geophysics Union), or conducting



exploratory dialogues or preliminary discussions on the potential cooperative projects or activities with foreign entities.

In instances where a particular trip mixes "program" and "non-program" purposes, the procedures for "non-program" travel are to be followed (i.e., a NASA Form 1167 is required for the entire trip).

Note that certain statutory provisions prohibit that 50 Federal employees from attending a single conference occurring outside the U.S. In order to ensure compliance with this requirement, Officials-in-Charge must ensure prompt and timely submission of foreign travel requests, consistent with § 301-2.16, and proper use of the NASA Conference Tracking System. OER will establish a committee to determine appropriate allocations for each international conference that may exceed the 50 Federal employee limit. These allocations will reflect conferences focus and Agency strategic communication interests.

§ **Who can I talk to if I have questions about foreign travel?**

301-2.14

OER at NASA Headquarters and your Center's Foreign Travel Coordinator. Additional information pertaining to travel outside the United States can be found on the Foreign Travel Portal; <http://www.usa.gov/Citizen>  
<http://www.usa.gov/Citizen/Topics/Travel/International.shtml>

§ **Are there any special requirements of which I should be aware?**

301-2.15

Yes.

A. If your travel will involve support from a U.S. Embassy or Consulate, discussions with senior representatives of foreign governmental organizations, discussions intended to lead to international cooperation or shipment or hand-carrying of equipment, you should contact OER at NASA Headquarters well in advance of the travel.

B. If travel is for activities that require an international agreement that does not already exist, the travel may be denied or postponed pending review of the proposed activity or negotiation and execution of an international agreement. OER approval of foreign travel is contingent upon approval from the Department of State, and may be denied in consultation with the Department of State and the NASA Office of Security and Program Protection.

C. Individuals planning foreign travel, and who hold special security clearances providing access to a NASA Special Access Program (SAP) or Sensitive Compartmented Information (SCI),



must advise the appropriate program security officer or the NASA Special Security Officer (SSO) 30 days prior to travel. If the individual is unsure whether or not they hold such access, which imposes this requirement, they should contact the Office of Security and Program Protection (OSPP) at NASA Headquarters.

D. Foreign travel regardless of duration and security clearance may require a security/counterintelligence pre-brief and/or subsequent debrief, depending upon the country.

§  
301-2.16 **When should I notify the OER or my Center Foreign Travel Coordinator of my Intended travel?**

Foreign travel requests should be submitted to the cognizant office (OER for Headquarters travel and the Center Foreign Travel Coordinator for travel at the Centers) 4 weeks before the planned departure date due to the requirement for the State Department process for country clearance. The NASA Advance Notification Form is used to transmit this information via email to the appropriate office. There will be a presumption of denial for any foreign travel request received 10 days or less before a planned departure; approvals in such cases will be dependent upon the justification and made on a case-by-case basis via the Late Notice Justification Form. A Late Notice Justification Form is required for travel requests made within 3 weeks or less prior to departure. Justification for travel authorizations received 3 weeks or less before planned departure must be signed by the Center Director or designated senior individual at your NASA facility. Final approval is contingent upon a country clearance from the State Department.

§  
301-2.17 **What happens if my intended foreign travel is denied?**

The OER at NASA Headquarters will advise the Center's Foreign Travel Coordinator of travel denied by OER. In such instances, the reason for denial will be provided and the trip will either be cancelled or rescheduled, depending upon the circumstances. All rescheduled or amended travel will require revised travel requests. Center Foreign Travel Coordinators will keep travelers apprised of the status of their travel requests.

§  
301-2.18 **How long will it take before I receive notice that my trip has been approved?**

Once the travel authorization has been approved through the routing process you will be notified electronically through the travel system. The Center Travel office can provide the status of the authorization. OER at NASA Headquarters will notify the Center's Foreign Travel Coordinator within three business days of travel

referred to OER for international desk officer, concurrence. Absent any response from OER within that time, and provided the travel request was submitted and notification was made to OER in accordance with the lead-time requirements of § 301-2.16, Foreign Travel Coordinators may assume OER concurrence after such time.

§  
301-2.19 **What do I do if I am invited to speak, make an appearance, or present a paper while I am traveling abroad on leave?**

Any time you are representing NASA, or conveying information obtained from or related to your NASA position, you are acting in an official NASA capacity and must obtain approval from the Center Director or his designee, as appropriate. Center Foreign Travel Coordinators will request concurrence of OER at NASA Headquarters in accordance with the mission of OER. The cognizant official will request approval using NASA Form 1167. Approval to accept such an invitation shall be communicated to the employee, after review by OER. Employees authorized to accept such an invitation will be considered on duty status during such time. Approval will be confirmed by preparation of the travel authorization. See also, 5 CFR 6901.103

§  
301-2.20 **What is foreign training?**

Foreign training is instruction, education, or a structured development experience provided by foreign institutions or facilities located outside the United States and its possessions. The OER must review all foreign training pursuant to NPD 3410.2.

§  
301-2.21 **How do I request foreign training?**

You must first establish the availability of NASA funds for both the foreign training and travel. Once funding is established, requests are submitted to the Office of Human Capital Management, NASA Headquarters 6 months before the proposed date of departure. NASA Form 1167 should be prepared for submittal. All foreign training must be forwarded to OER at NASA Headquarters for review prior to approval.

§  
301-2.22 **What is reimbursable travel?**

Reimbursable travel is travel for which a non-Federal source provides all or a portion of the funding for travel expenses, either directly to the Agency or in-kind to the employee. NASA employees should not accept direct payment of expenses. If a payment is received, it must be promptly reported to the Deputy Chief Financial Officer (DCFO) at your Center.

§ **Are there any special requirements for reimbursable travel?**

301-2.23

All travel involving full or partial reimbursement from a non-Federal source must be reviewed and approved in writing by the Office of the Chief Counsel at your Center or the Office of General Counsel at Headquarters. Responses to travel invitations from foreign entities that involve reimbursement must be coordinated with the OER at NASA Headquarters. Reimbursable travel must be approved in advance of travel.

§ **What are the requirements for late travel requests?**

301-2.24

See 301-2.16.

§ **What must I do when I return from travel?**

301-2.25

You must complete and submit your travel voucher no later than 5 business days once the travel has been completed. Reports or summaries of your activities on foreign travel may be required. Should a trip report be required, the OER will advise the traveler by email or NASA Form 1167 for non-program travel, and will communicate trip report requirements for program travel to the Center Travel Coordinator, or for HQ employee's, to the employee's office or the employee directly. If the traveler is involved in an unusual incident, or suspects an unusual attempt by a foreign national to collect information, the traveler is required to report the incident to the Center counterintelligence personnel immediately upon return.

§ **What if I am planning to take leave or take my spouse or children in conjunction with my foreign travel?**

301-2.26

If you plan to take leave or if you plan to take your spouse or children on the trip, and you are making personal reservations for the leave portion of the travel or for family member travel, ensure the appropriate officials have reviewed and approved the trip, and the Department of State has granted country clearance prior to making any personal travel arrangements. If you make personal travel arrangements for yourself and/or for family members that are non-refundable, such arrangements are at your own risk.

§ **What amount should I use for an authorized per diem trip when vouchering from an Authorization?**

301-2.27

On the authorized trip, the per diem lodging rate on the travel voucher should be the applicable per diem rate for the TDY location as prescribed by GSA.

§ **How much annual and/or other leave may I use in conjunction**  
301-2.28 **with official travel?**

Any leave in conjunction with travel must be approved by the traveler's supervisor prior to travel commencing. Employees and approving officials should be aware of the appearance of or impropriety of taking extensive personal leave in conjunction with official travel.

Subchapter B - Allowable Travel Expenses

Subpart A - General

§ **How do I procure common carrier transportation when I travel**  
301-10.9 **by an indirect route?**

You must procure a ticket for travel by the direct route using the authorized method of payment through the Travel Management Center (TMC). You then must exchange the ticket for a new ticket by the indirect route. If the ticket for travel by the indirect route is of lesser value, you must follow the procedures in § 301-10.118 of this part. If the ticket for travel by the indirect route is a greater value, you must pay the carrier using personal funds.

§ **May I use the city pair program to provide transportation**  
301-10.10 **when I travel by an indirect route?**

No. You may not use city pair rates for legs of travel, which are made by an indirect route. You may, however, use the city pair rates for legs of travel by the direct route, even if another portion of your travel will be by an indirect route.

§ 301-1 **May I use the contractor-issued travel charge card to procure**  
0.11 **transportation when I travel by an indirect route?**

No.

§ **Will NASA pay the cost of transportation between the place I**  
301-10.12 **obtain meals and my place of business or my place of lodging**  
**when I am performing official travel away from my official**  
**station?**

No, unless you cannot obtain adequate meals at or near your place of lodging or your place of business. You are to use the M&IE portion of the lodging plus per diem allowance to cover these expenses.

§ **Will NASA pay transportation expenses for me to return to**  
 301-10.13 **my official station on non-work days?**

NASA will pay as follows:

If...	NASA will pay...
You are authorized a return trip home under the following circumstances:	Your actual transportation expenses.
NASA requires you to return to your official station to perform official business or because it otherwise is advantageous to the Government;	
NASA will realize a substantial cost savings by returning you home; or	
Periodic return travel home is justified incident to an extended TDY assignment. Travelers are authorized trips home an average of every 3 weeks, NTE 17 trips per a one year assignment or the prorated equivalent rounded down for trips of a lesser duration. (See 301-11.221)	

§ 301-1 **Will NASA pay transportation expenses for me to travel from a leave point to**  
 0.14 **a location where I will perform temporary duty?**

As follows:

If upon completion of your temporary duty assignment you return to...	NASA will pay...
Your leave point,	Your transportation costs from your leave point to your temporary duty site and return to your leave point.
Your official station,	Your transportation cost limited to the cost of travel by a direct route or an uninterrupted basis. You will be responsible for any additional costs.

**§ 301-10.15 Will NASA pay transportation expenses for me to travel from a leave point to my official station if I must interrupt leave to report to my official station?**

No, not unless you return to your leave point and immediately resume leave after completion of the assignment. In this circumstance, NASA will pay from the place of leave to the official station and return to the place of leave.

**§ 301-10.16 Will NASA pay transportation expenses for me to travel to my official station if I must interrupt leave to perform temporary duty at my leave point?**

No, because you have not incurred any additional transportation expenses in this situation.

**§ 301-10.17 Will NASA pay transportation expenses for me to travel from my TDY location to a location other than my TDY location, official station, or residence on non-workdays when I am required to return to the TDY location following the non-workdays?**

NASA will pay any transportation expenses or lodging expenses incurred limited to the amount of daily lodging expenses you incurred on the previous days at your TDY location. If you return to your official station, you will not be reimbursed any M&IE expenses. Your travel must be performed during non-duty hours or you must take leave.

**§ 301-10.18 Will NASA reimburse the full amount of transportation costs (mileage) for local travel?**

Yes.

**§ 301-10.19 Will NASA pay the costs of transportation between my residence and common carrier terminals on days when I perform travel by common carrier?**

Yes, NASA will pay the costs of transportation for:

A. Travel from your residence to a common carrier terminal on the day of departure from your official station; and

B. Travel from the common carrier terminal to your residence on day of arrival at your official station.

**§ 301-10.20 Will NASA pay the cost of transportation from my residence to my office?**

No, unless:

A. You are provided a transit subsidy under § 629 of Pub. L. 103-172;

B. You are authorized home-to-work transportation under 31 U.S.C. 1344;

C. You require transportation on the day you depart for travel and:

(1) Your trip will last 2 or more days (requiring at least one night's lodging);

(2) You are not able to perform your commute by your normal mode of transportation; and

(3) Your use of the alternate mode of transportation results in an increase in your commuting costs.

D. You require transportation on the day you return from travel lasting two or more days, and:

(1) You are not able to perform your commute by your normal mode of transportation; and

(2) Your use of the alternate mode of transportation results in an increase in your commuting costs; or

E. You require transportation because of necessity as provided in FTR 301-10.420(d).

**§ 301-10.21 Will NASA pay the fee for paper tickets when electronic tickets are available?**

No. If there is an electronic ticket available for reservations in domestic markets the fee is not a reimbursable expense. However, if you wish to receive a paper ticket for your personal convenience the additional expense you incur will be borne by you. The approving official, on a case-by-case basis, will consider any exceptions to this policy.

Payment of the paper ticket fee in International market if the carrier does not have the capability of issuing electronic tickets, is considered a reasonable expense and will be reimbursed to the traveler.



## Leave in Association with TDY:

§  
301-10.22 **How much annual leave may I use in conjunction with official travel?**

Any leave in conjunction with travel must be approved by the traveler's supervisor prior to travel commencing. Employees and approving officials should be aware of the appearance of or impropriety of taking extensive personal leave in conjunction with official travel.

## Non CPP Approval:

§  
301-10.108 **What requirements must be met to use a non-contract fare?**  
A. Before purchasing a non-contract fare you must meet one of the exceptions listed in §301-10.107 and show approval on your travel authorization to use a non-contract fare. Detailed justifications are required.

B. If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket.

C. NASA must determine that the proposed non-contract transportation is practical and cost effective for the Government.

Note to §301-10.108: Carrier preference is not a valid reason for using a non-contract fare.

In addition to meeting the above requirements the Deputy Chief Financial Officer (Finance) or his/her designee at your Center must determine that the proposed noncontract transportation is practical and cost effective for the Government.

## Subpart B - Common Carrier Transportation

§  
301-10.113 **What must I do if I change or do not use a common carrier reservation?**

If you know you will not use a reservation, you must cancel it within the time limits specified by the carrier. If the transportation furnished is different or of lesser value than authorized on the ticket, or your trip ends short of the destination specified on your authorization, the Government is due a refund. You must report these facts and account for your actions on your travel voucher in order to prevent losses to the Government. Failure to do so may subject you to liability for any resulting



losses.

§ **What must I do with unused ticket(s) or refund**  
301-10.114 **application(s)?**

You must notify the Center Travel Office or its designee as soon as possible so that the appropriate credits can be processed. Unused paper tickets or coupons must be returned to the Center Travel Office for a refund to be processed.

§ **What must I do with compensation an airline gives me if it**  
301-10.116 **denies me a seat on a plane?**

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give NASA any payment you receive for liquidated damages. You must ensure the carrier shows the "Treasurer of the United States" as payee on the compensation check and then forward the payment as instructed by your Center's DCFO office.

§ **What must I do if I am issued a ticket and exchange that**  
301-10.118 **ticket for a lesser value ticket that I use?**

As follows:

If you purchased the original ticket using...	Then you must...
Your contractor-issued travel charge card or in cases when the total amount is less than \$100 by cash	
	Obtain a refund by crediting your account (or receiving cash), and then, claiming the lesser value ticket on your travel claim. You must also submit your ticket receipt for the lesser value ticket. If it is not possible to get a credit to your account, you may submit a ticket refund application as instructed by your Center's DCFO office.

Centrally billed account	Request a receipt, ticket refund application, or other written acknowledgment of fare adjustment from the carrier (You are not authorized to receive a refund, credit, or any other negotiable document from a carrier);
	Furnish the carrier a "bill charges to" address;
	Submit the receipt, ticket refund application or other written acknowledgment of fare adjustment payment as instructed by your Center's DCFO.
File a	travel claim without a request for reimbursement for transportation expenses since the Government pays the charges directly to the carrier.

§ **What must I do if I am issued a ticket and exchange that**  
 301-10.119 **ticket for a more expensive ticket which I use?**

If the increase is due to travel by an indirect route, you must pay the difference using personal funds. If the increase is due to official travel, you must do the following:

If you purchased the original ticket using...	Then you must...
Your contractor-issued travel charge card,	Pay for your new ticket using your contractor-issued travel charge card
Centrally billed account	<p>Contact your Travel Management Committee (TMC)</p> <p>Pay for your new ticket using your contractor-issued travel charge card if you did not use a TMC or cannot access your TMC; or</p> <p>Pay for your new ticket using cash</p>

	only if you cannot use your TMC or contractor-issued travel charge card.
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## Airline Accommodations

### § **When may I use first-class airline accommodations?**

301-10.123

Only when NASA specifically authorizes these accommodations as identified in FTR 301-10.123. Authorization for first or premium class accommodations shall be at the Center Director and higher level or designee. Agency reporting requirements for first-class travel shall comply with FTR 300-70.100.

When first-class accommodation is authorized, FTR 301-13.2(b) requires the condition be substantiated in writing by a medical authority. This is not intended to be an open-ended approval for other than coach class travel. The condition should be substantiated on a regular basis at minimum annually.

### § **When may I use premium-class other than first-class airline accommodations?**

301-10.124

Only when NASA specifically authorizes these accommodations identified in paragraphs FTR 301-10.124. Authorization for premium class accommodations shall be at the Center Director and higher level or designee. Agency reporting requirements for first-class travel shall comply with FTR 300-70.100.

When premium other than first-class accommodation is authorized, FTR 301-13.2(b) requires the condition be substantiated in writing by a medical authority. This is not intended to be an open-ended approval for other than coach class travel. The condition should be substantiated on a regular basis at minimum annually.

## Train

### § 301-1 **When may I use first-class train accommodations?**

0.162

Only when NASA specifically authorizes your use of first-class train accommodations under paragraphs (a) through (d) FTR 301-10.162.

In regard to FTR 301-10.162(b), a special need must be justified in writing and shown on the travel authorization.

## Ship

§ **What classes of ship accommodations must I use?**

301-10.183

You must use the lowest first class accommodations when traveling by ship, except when NASA specifically authorizes your use of first-class ship accommodations under paragraphs (a) through (c) of FTR 301-10.183.

In regard to FTR 301-10.183(b), a special need must be justified in writing and shown on the travel authorization.

Subpart D - Privately Owned Vehicle (POV)

§ **When may I use a POV for official travel?**

301-10.300

You may use a POV to perform official travel, including local travel; however, NASA will limit its payment for your travel expenses if you are not authorized to use a POV.

§ **What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?**

301-10.308

NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal. As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities.

§ **What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?**

301-10.309

You will be reimbursed on a mileage basis (see FTR 301-10.303), for the actual travel performed plus per Diem, not to exceed the total for the constructive voucher of the authorized method. You must determine total cost for the constructive voucher as follows:

A. Mode of travel to be used for comparison.

(1) Airplane. When NASA authorizes air travel, your mileage payment may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use city pair rates as your basis of comparison if it is provided between the points involved; otherwise use the lowest unrestricted coach-class fare. You should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of your travel is irrelevant.

(2) Train. When NASA authorizes train travel, your mileage payment may not exceed the constructive cost of coach-class

train accommodations for the travel performed unless NASA has authorized extra-fare train service as advantageous to the Government.

(3) Bus. When NASA authorizes inter-city bus travel, your mileage payment may not exceed the constructive cost of bus transportation.

B. Costs to be included in your constructive voucher:

(1) Costs to and from common carrier terminals;

(2) Cost of excess baggage not included that would have been allowed by your authorized mode (you must provide acceptable evidence of its weight).

(3) Transportation in and around the TDY location

(4) Rental car expense if it would have been allowed by your authorized mode

C. Per diem allowance.

The constructive per diem allowance is the amount that would have been allowable had you used the authorized method of transportation; the maximum per diem established by GSA for the location of the assignment.

D. Use of actual and reasonable schedules.

In constructing your cost, use reasonable departure/arrival schedules and avoid those that would cause undue inconvenience, adversely affect your safety, or unduly increase your constructive subsistence cost. (For this purpose, "unreasonable hours" means departing or arriving between the hours of 10:00PM to 6:00AM).

E. Leave.

Leave will be charged for the additional travel time required during normal working hours in excess of the time which would have been required by the mode of transportation used in determining constructive vouchers.

§  
301-10.311

### **When do I need to create a constructive voucher?**

A constructive voucher is needed when the traveler did not use the preferred method of transportation.

§  
301-10.312 **How will the allowable cost for per diem and transportation be determined when I complete an actual and constructive voucher as discussed in 301-10.309 above?**

The constructive voucher for the entire trip will be compared with the actual cost of the travel as performed for the entire trip.

§  
301-10.313 **Are rental car expenses allowed in my constructive voucher if a rental car was authorized on my travel authorization?**

Yes. Rental car expenses are allowed in the constructive voucher.

## Subpart E - Special Conveyances

§  
301-10.404 **May NASA require me to travel with other employees in a special conveyance?**

In instances where there are groups of NASA employees at the same TDY location and all are in need of rented transportation, authorizing officials may require individuals to share the use of a rental car to the maximum extent reasonable.

§  
301-10.405 **What must I do if I travel with other employees in a special conveyance?**

You must record the name of each employee and his or her employing office on your travel claim.

§  
301-10.406 **May I be reimbursed for the hire of a special conveyance from another Government employee, a family member of another Government employee, or a member of my family?**

Only if you satisfactorily show that:

A. The conveyance was not procured because of a personal or official relationship; and

B. If procured from a member of your family, that the family member was not dependent upon you for support.

§  
301-10-407 **Are NASA employees allowed to use or accept contractor-provided transportation?**

NASA employees will NOT:

A. Use contractor-owned vehicles, including aircraft.

B. Accept contractor-provided transportation, except for travel related expenses accepted by NASA under the authority of 31

U.S.C. §1353 in connection with an employee's attendance at a meeting or similar function relating to official duties which takes place away from the duty station. NASA's acceptance must be in accordance with the implementing regulations at 41 CFR part 304-1.

C. Request special transportation services from a contractor either to or from an airport, railroad station, or any other transportation points.

For more information consult the Standards of Ethical Conduct for Employees of the Executive Branch.

§  
301-10.408 **Are contractors allowed to use or accept NASA-provided transportation?**

In the course of performing official Government business contractors:

A. May accompany a NASA employee in a Government vehicle, rental car, or privately owned vehicle.

B. Are allowed to drive Government vehicles either alone or accompanying other NASA employees.

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§  
301-10.420 **When may I use a taxi or shuttle service?**

A. Local Travel.

(1) When authorized, NASA will reimburse the full amount of transportation costs (mileage) for local travel.

B. To and from a Carrier Terminal.

a. Travel from your residence to a common carrier terminal on the day of departure from your official station; and

b. Travel from the common carrier terminal to your residence on the day of arrival at your official station.

C. Between Residence and Office on Day You Perform Official Travel.

NASA will not pay the transportation costs, unless:

(1) You are provided a transit subsidy under § 629 of Pub. L. 103-172;

(2) You are authorized home-to-work transportation under 31



U.S.C. §1344;

(3) You require transportation on the day you depart for travel and:

- a. Your trip will last 2 or more days (requiring at least one night's lodging);
- b. You are not able to perform your commute by your normal mode of transportation; and
- c. Your use of the alternate mode of transportation results in an increase in your commuting costs.

(4) You require transportation on the day you return from travel lasting 2 or more days; and

- a. You are not able to perform your commute by your normal mode of transportation; and
- b. Your use of the alternate mode of transportation results in an increase in your commuting costs; or

(5) You require transportation because of necessity as provided in FTR 301-10.420(d).

§  
301-10.421 **How much will my Agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?**

NASA has determined that a reasonable tip for commercially operated local transportation such as a taxi is a maximum of 15 percent of the fare. For Courtesy transportation service a reasonable tip is generally not more than \$2.00. If you benefit from exceptional service, you may always tip the provider more than these reasonable amounts with the understanding that it is from your personal funds, since you are the beneficiary of the exceptional service.

§  
301-10.450 **When can I use a rental vehicle?**

The use of a rental vehicle must be advantageous to NASA and must be specifically authorized. Intermediate cars are the standard size rental cars to be authorized for TDY. Any upgrade should be authorized prior to commencement of travel. If other than an intermediate car is requested, justification is required stating that the traveler(s) meet one of the following conditions:

- A. Three or more travelers using one rental vehicle
- B. Medical disability



C. Physical need for additional space

D. Weather conditions at the TDY location

E. The default preferred car is not available

F. Terrain conditions at TDY

Additional justification is required for other than the lowest cost rental car company at the TDY location (airport terminal).

NOTE: You may upgrade your vehicle at your personal expense, including through redemption of promotional benefits.

§ **Will NASA pay for damages to a commercial rental car?**

301-10.454

Yes, only in instances where damages occur while the car is being used for official purposes and being driven by authorized travelers. See Financial Management Requirements, Volume 15, Cash Management (Disbursing).

When you are required to pay for damages to an authorized commercial rented vehicle from personal funds, you may be reimbursed in an amount up to the amount deductible on the insurance included as part of the rental contract without additional charge.

The rental car company must bill NASA for any damages it believes the employee caused that are not covered under the terms of the contract. Should the rental car company try to bill the employee, the employee should contact the TMC office that arranged the rental and the national office of the rental car company. An investigation of the accident will be conducted and if it reveals the damage was incurred through negligence, improper, or personal use of the vehicle, NASA may collect the cost of damages from the employee.

§ **Will NASA pay for damages that occur to my privately owned vehicle while I am on official travel?**

301-10.455

Yes, if you are authorized a POV as advantageous to the government. Each authorization is to be supported by a cost comparison indicating that the approval of such expenses is warranted. Reimbursement is limited to the amount of your insurance deductible.

## Part 301-11 - Per Diem Expenses

### Subpart A - General Rules

#### § 301-11.1 **When am I eligible for an allowance (per diem or actual expenses)?**

When you meet the criteria in FTR 301-11.1 and, if you are stationed in the Washington DC area, your temporary duty site is:

- A. 25 miles or more from your residence; and
- B. 25 miles or more from your office.

NASA's local travel policy has been established as follows: No lodging or subsistence will be authorized within 50 miles of both the employee's official duty station and the residence from which the employee commutes to the official duty station. An exception is allowed for training purposes authorized by each Center's Training and Development Division as qualifying under 5 U.S.C. § 4109(2) and when it has been determined that overnight stays and attendance at meals are necessary in order to achieve the objectives of the training. Training funds must be used in these circumstances. An exception is allowed for travelers, who will be required to be at the location for more than 12 hours, but distance is less than 50 miles and travel to/from their official duty station or their residence would be during unreasonable hours. (10:00 p.m. -6:00 a.m.)

For travel in excess of 50 miles of both the employee's official duty station and commuting residence, the temporary duty travel regulations apply. The official duty station is defined by the boundaries of the Center.

Travel authorizations are not required when it is known that an employee will not be in a travel status for more than 12 hours and therefore will be filing a local voucher to claim mileage, parking, tolls, etc., e.g. Inspector General Investigators.

Exception to FTR 301-11.1(c), per diem shall not be allowed for employees who qualify for per diem solely on the basis of working a non-standard workday (e.g. four 10-hour days, a first forty-hour workweek or other compressed or flexible schedule). In such instances, per diem shall not be allowed for travel periods less than or equal to the employee's scheduled workday hours plus two hours.

§  
301-11.3 **Must my Agency pay an allowance (either a per diem allowance or actual expenses)?**

Yes, unless your agreement for attending a training event for which you "agree not to be paid per diem expenses" or payment of per diem expenses are not authorized. See FTR 301-11.3

§  
301-11.8 **What is the maximum per diem rate I will receive if lodging is not available at my TDY location?**

If lodging is not available at your TDY location, NASA may authorize or approve the maximum per diem rate for the location where lodging is obtained. If NASA does not authorize or approve the maximum per diem rate for the location where lodging is obtained, you will receive the lodging amount for your TDY location.

§  
301-11.11 **How do I make my lodging reservations?**

Lodging reservations must be made consistent with guidance outline in FTR 301-11.11. The lodging choice must be FEMA certified.

See: <http://www.usfa.fema.gov/hotel> for lodging facilities approved by FEMA as "approved accommodations." Lodging reimbursement will be limited to the per diem amount unless actuals have been authorized. (FTR 301-50.3)

§  
301-11.12 **How does renting a room in a private home affect my reimbursement for lodging?**

There are three criteria that must be met before a traveler can rent a room in a private home.

1. The relationship between the landlord and the employee must be at "arms length," meaning that the landlord cannot be a relative or a personal friend.
2. The landlord must be in the business of renting out the room. There must be a type of advertisement for the rental of the room available to the public.
3. The rent charged is reasonable.

For an employee who is on a normal TDY, the reimbursement will be the actual charge for the room. For an employee who is on extended TDY they will receive the total of the reduced per diem rate of 65%.

§  
301-11.13 **How does sharing a room or an apartment with another person affect my per diem reimbursement?**

When sharing a room, your reimbursement is limited to one-half of the double occupancy rate if the person sharing the room is another Government employee on official travel. If the person sharing the room is not a Government employee on official travel, your reimbursement is limited to the single occupancy rate.

§  
301-11.14 **How is my daily lodging rate computed when I rent lodging on a long-term basis?**

See FTR 301-11.14. When you obtain lodging on a long term basis (e.g. weekly or monthly) your daily lodging rate is computed by dividing the total lodging cost by the number of days occupancy for which you are entitled to per diem, provided the cost does not exceed the daily rate of conventional lodging. Otherwise the daily lodging cost is computed by dividing the total lodging cost by the number of days in the rental period. Reimbursement, including an appropriate amount for M&IE, may not exceed the maximum daily per diem rate for the TDY location.

§  
301-11.16 **What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my Agency?**

See FTR 301-11.16. If you acted reasonably and prudently in incurring the expense, and sought to obtain a refund or otherwise took steps to minimize the cost, you maybe reimbursed expenses that are not refundable, including a forfeited rental deposit. NASA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses.

Employees who are authorized per-diem while on temporary duty, who travel on official business outside the local commuting area can request a travel authorization for dual lodging expenses in order to defray the cost of maintaining dual temporary lodging. Reimbursement is limited to the lodging expenses at the prior location and the regular lodging and per diem at the current station. It does not authorize payment of dual per diem for a specific day, but does authorize reimbursement of the expenses incurred for dual lodging only. Travelers on extended TDY will be limited to the fixed lodging costs. Receipts are required for all dual

lodging claims.

§  
301-11.21 **Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?**

A. Return to your official station or to the home from which you commute to your official station.

B. Are in a paid or non-paid non-work status, other than sick leave, at the end of the workday before the non-workday(s) and at the beginning of the workday following the non-workday(s).

C. Take leave, other than sick leave, for all of the prescribed working hours since your previous non-workday.

See FTR 301-11.21. NASA will not pay an allowance for subsistence expenses for any paid or non-paid non-work status during your prescribed working hours unless emergency travel is involved due to an incapacitating illness or injury, in which case the rules in FTR 301-30 govern. NASA will not pay an allowance for subsistence expenses on a non-workday unless you:

## Travel to Permanent Duty Station

§  
301-11.23 **Are there any other circumstances when my Agency may reimburse me to return home or to my official station/or non-workdays during my TDY assignment?**

You return home voluntarily even though you are not authorized a return trip home

Your actual transportation expenses, not to exceed what NASA would have paid you for subsistence expenses under § 301-11.23 of part 301-11 of this chapter if you had remained at your temporary duty location

§  
301-11.24 **What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?**

See FTR 301-11.24. NASA will not pay an allowance for per diem or actual expenses while you are at your home or official station.

§  
301-11.25 **Must I provide receipts to substantiate my claimed travel expenses?**

Yes. You must provide a lodging receipt and a receipt from the vendor for every authorized expense over \$75, or provide a reason acceptable to NASA explaining why you are unable to furnish the necessary receipt(s). See also FTR § 301-52.4.

Note to 301-11.25: Hard copy receipts should be electronically scanned and submitted with your electronic travel claim when your agency has fully deployed ETS and notifies you that electronic scanning is available within your agency (see FTR § 301-50.2 and 301-50.3). You must retain receipts to support a claimed travel expense while electronic imaging is not available.

§ 301-11.26 **How do I get a per diem rate increased?**

For permanent per diem rate changes in a particular locality see FTR 301-11.26.

§  
301-11.27 **Are taxes included in the lodging portion of the Government per diem rate?**

No. Lodging taxes are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. This regulation applies to both the full and reduced per diem rate in the CONUS and non- foreign areas. See FTR 301-11.27.

§  
301-11.28 **As a traveler on official business, am I required to pay applicable lodging taxes?**

Yes, unless exempted by the State or local jurisdiction. However, you will only be reimbursed for the portion of the taxes applicable to the amount of lodging expense for which you are reimbursed. For example, if the maximum lodging rate for your TDY location is \$100 and the tax is 10 percent, but you stay at a lodging facility that charges \$125, assuming you are not authorized actual expense, the amount of lodging reimbursement would be \$100 with an applicable tax amount of \$10, not the \$12.50 you actually paid.

§  
301-11.32 **May I be reimbursed for an advance room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?**

Yes, NASA will reimburse you for an advance room deposit when it is required by the lodging facility to secure room reservations prior to the beginning of your scheduled official



travel.

## Subpart C - Reduced Per Diem

### § **What are examples of when NASA may establish a special** 301-11.201 **reduced rate at a rate below the maximum per diem rate?**

In regard to FTR 301-11.201, some examples of when NASA has established a special reduced rate at a rate below the maximum per diem rate are the following:

A. You are furnished one or more meals a day and/or lodging at no cost or nominal cost by the Government, for example: A NASA directorate may sponsor training at the Wallops Flight Facility in which they provide all your lodging and your evening meal on the first day of travel, three meals a day for the full days of training and breakfast and lunch on the last day of travel. In this instance, if you are informed of these arrangements beforehand and decide to attend the training your reimbursement will be reduced by GSA's predetermined amount for each meal provided.

B. You are performing an extended temporary duty assignment under the following criterion:

(6) Extended TDY Assignments. Authorized assignments of a duration greater than 30 days. For assignment of more than 180 days, NASA requires an analysis of allowances with the assignment as an extended TDY, temporary change of station or permanent change of station by the Deputy Chief Financial Officer (Finance) or his/her designee.

Note: Per IRS Publication 463, Long Term assignments in excess of one year at the same location, regardless of the duties being performed, are considered to be income by the IRS and NASA, as an employer, is obligated to report all reimbursements as income to the employee, from the point that it can be reasonably determined that the assignment will exceed 365 days. A series of assignments to the same location, all for short periods, but that together cover a long period may be considered an indefinite assignment and therefore taxable. . Per IRS Memorandum 200026025 "...It is reasonable to treat a break of at least seven months as significant, thereby treating two work segments separated by a seven-month break as separate periods of employment for applying the one-year limitation.

§  
301-11.202 **What must be done prior to authorization of an extended TDY assignment?**

The following must be done:

A. The authorizing official must determine whether the assignment is in the best interest of the Government.

B. The DCFO office (or other office as determined by your Center) shall develop a cost comparison to determine whether the assignment should be authorized as an Extended TDY or Temporary Change of Station/Permanent Change of Station assignment. The cost comparison should be attached to the travel authorization to be used to certify fund availability and process travel voucher claims.

§  
301-11.203 **What will NASA authorize for TDY and extended TDY assignments?**

NASA will authorize the following:

A. TDY Assignments - Duration of 30 days or less: The traveler will be reimbursed in accordance with the lodging plus system up to the maximum per diem established by GSA for the location of the assignment or any reduced per diem rate determined in advance of the assignment by NASA. Traveler must submit lodging receipts with each claim.

B. Short Term Extended TDY Assignments Duration of 120 Days or Less: For TDY assignments of more than 30 days and not more than 120 days, the traveler will be reimbursed 65 percent of the maximum per diem rate established by GSA for that location.

C. Long Term Extended TDY Assignments Duration of More Than 120 Days: For long term extended TDY assignments of more than 120 days, the traveler will be reimbursed 65 percent of the maximum per diem rate established by GSA for that location.

§  
301-11.204 **How is my reimbursement rate affected when a TDY assignment of 30 days or less is extended beyond 30 days?**

There will be occasions where legitimate unforeseen circumstances require the initial TDY assignment to be extended. If the extension is for less than 30 additional days, the traveler may continue to be reimbursed under the lodging plus system. Extensions must be authorized by the cognizant authorizing official. However, if the extension exceeds 30 days or an



additional extension is requested, the traveler must be reimbursed at the rate prescribed for the extended TDY assignment. The reimbursement rate change will be effective on the date the authorizing official makes the determination that an extension is required. The per diem rate will be determined based on the length of the extension. Extensions must not be authorized for the purpose of simply maintaining a higher per diem rate in view of the GSA requirement to establish a reduced per diem rate in extended TDY situations.

§ **When does the reduced rate of reimbursement begin?**

301-11.205

The reduced rate of reimbursement will begin on 12:01 a.m. on the day after arrival at the extended TDY location.

§ **How is my reimbursement rate affected when it is determined that a short term extended TDY travel assignment will last more than 120 days?**

301-11.206

If during an extended TDY assignment NASA management decides that the duration of the assignment will exceed 180 days, an analysis of allowances with the assignment will be performed to determine whether it is more advantageous to the Agency to continue as an extended TDY, temporary change of station or permanent change of station.

§ **How are my per diem allowances computed for travel to and from the extended TDY location?**

301-11.207

Employees performing extended TDY assignments will be authorized per diem allowances for travel between the permanent official duty station and the extended TDY station as follows:

**A. Day Travel Begins.**

(1) Lodging Required. When lodging is required on the day travel begins, (day of departure from the official station or other authorized point) the per diem allowable is the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the lodgings, plus three-fourths of the applicable M&IE rate. (2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem allowable is three-fourths of the destination M&IE rate, provided you are in a travel status for more than 12 hours.

**B. Full Calendar Days of Enroute Travel.**

(1) Lodging Required. For each full calendar day the employee is in a travel status and lodging is required (whether enroute or at a temporary duty location other than an extended TDY station) the per diem allowable is the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day that the traveler is in a travel status and lodging is not required, (such as when the traveler is enroute overnight to the next TDY location) the per diem allowance is the destination M&IE rate.

(3) Day of Arrival at the Extended TDY Station. For the day of arrival at the extended TDY station, the per diem allowance will be the same as a full calendar day of enroute travel.

Remember the reduced rate of reimbursement will begin on 12:01 a.m. on the day after arrival at the extended TDY location.

#### C. Returning From Travel.

(1) Lodging Required. For each full calendar day of travel when lodging is required at an enroute location while the employee is returning to the official station, home, or other authorized point, the per diem allowable is the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar day of travel when lodging is not required while the traveler is enroute overnight returning to the official station, home, or other authorized point, the per diem allowable is the M&IE rate applicable to the preceding calendar day.

(3) Day Travel Ends. For the day travel ends (day traveler returns to the official station, home, or other authorized point) the per diem allowable is three-fourths of the M&IE rate applicable to the preceding calendar day, provided you are in a travel status for more than 12 hours.

### § 301-11.208 **What are my transportation allowances for enroute travel to, from, and at the extended TDY station?**

A. Transportation allowances authorized for extended TDY shall be authorized in accordance with Part 301-10-Transportation Expenses.

B. The authorized modes of transportation in order of preference for travel between the permanent duty station and the extended TDY station are:

- (1) Common Carrier;
- (2) Privately-owned vehicle (POV); and
- (3) Rental Car (last resort).

Prior to authorization of enroute transportation allowances, a determination shall be made by the authorizing official to ascertain what local transportation is available at the particular extended TDY station.

§  
301-11.209 **When should a POV be authorized as advantageous to the Government or personal preference on an extended TDY assignment?**

A. If common carrier transportation is available to the extended TDY point and local transportation is available at the extended TDY point, the traveler may be authorized a POV allowance on a personal preference basis.

B. If common carrier transportation is available to the extended TDY station but local transportation is not available, a cost comparison is required to determine if the use of a POV for enroute and local travel should be authorized as advantageous to the Government.

C. If common carrier transportation is not available to the extended TDY station and local transportation is not available at the extended TDY location, the use of a POV for enroute and local travel may be authorized as advantageous to the government.

§  
301-11.210 **If I am authorized the use of a PO V for an extended TDY assignment, may I be reimbursed for round-trip travel from the place of lodging to the TDY location?**

Only if you are authorized a POV as advantageous to the government. Each authorization is to be supported by a cost comparison indicating that the approval of such expenses is warranted. If you are authorized a POV based on personal preference, you may be reimbursed round trip travel from the place of lodging to the TDY location.

§  
301-11.211 **May an employee who has been authorized use of a POV on a personal preference basis or as advantageous to the Government for travel to or at the extended TDY station be authorized use of a rental car?**

An employee who has been authorized use of a POV on a personal preference basis or as advantageous to the Government for travel to or at the extended TDY station can be authorized use of a rental car if a rental car can be justified to be advantageous to the Government and not merely a personal convenience. This applies to both the extended TDY site and when the employee returns to the permanent duty station on official business. An employee should never be authorized a rental car at the TDY site because the family accompanied the employee and needs use of the POV. In these circumstances the employee should obtain a rental car at his or her expense for family use. An example of when it would be advantageous to the Government to authorize an employee a rental car at the permanent duty station would be when the employee returned to the permanent duty station (PDS) on official business by common carrier leaving the POV at the extended TDY site and would have no other means of traveling locally at the PDS than by taxi, which is shown to be more expensive than the daily cost of a rental car.

§  
301-11.212 **How will I be reimbursed for subsistence expenses at the extended TDY station?**

Your reimbursement will be based on the applicable authorized reduced per diem rate. Travelers are required to submit receipts for lodging and any other expenses over \$75 with each claim.

§  
301-11.213 **What allowances are covered by the reduced per diem rate?**

NASA will authorize the traveler a per diem rate that provides:

- A. An efficiency or one bedroom furnished apartment;
- B. Or if not available, an unfurnished efficiency or one bedroom apartment plus the rental of appropriate and necessary furniture; and The following expenses are also included in the lodging and for computing a daily lodging rate when purchased on a weekly or monthly basis:
  - (1) The cost of connection, use and disconnection of utilities,
  - (2) Monthly telephone use fee (does not include installation and long distance calls),

- (3) Basic cable TV service,
- (4) Cost of reasonable maid service and cleaning charges.
- (5) Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (GSBCA 16478-TRAV, FTR 301-11.14, 301-11.15)
- (6) Internet service.

C. The cost of prepared meals: breakfast, lunch, and dinner.

Note: There is no authority for NASA to pay per diem expenses for any family members who are not NASA employees at the extended TDY site. An employee who decides to take family members along on the extended TDY assignment should be prepared to pay for all their related expenses.

§  
301-11.214 **What does NASA authorize when two spouses are performing an extended TDY assignment during the same timeframe at the same location?**

In instances when two spouses are officially authorized to perform an extended TDY assignment during the same time frame at the same location, the following will be authorized:

- A. One spouse will be authorized 65 percent of the maximum per diem rate established for the TDY location.
- B. The accompanying spouse will be authorized 65 percent of the Meals and Incidental Expense Allowance (M&IE) only, established for the location.
- C. M&IE allowance should cover any additional lodging expenses, such as utilities, incurred by the spouse while occupying the same lodging facility.
- D. This additional M&IE allowance will not be authorized for assignments of convenience to the employee. The decision as to whether the assignment is one with no additional M&IE allowance or an assignment which includes the additional M&IE allowance will be determined on a case-by-case basis by the staffing needs of the NASA Centers and the employment qualification of the employees involved.

§  
301-11.215 **What will I be reimbursed when I am authorized to travel between the extended TDY location and my permanent duty station?**

Travelers are not authorized per diem for official travel at the permanent duty station (PDS) during the extended TDY work or training assignment. However, when official travel is performed at the PDS, the traveler will receive 65% of the lodging rate at the extended TDY site.

§  
301-11.216 **What are the average daily fixed costs?**

Fixed costs are those expenses other than meals authorized in the extended TDY per diem rate. The following items are the kinds of items that are included in the fixed costs:

- A. The costs of a suitable efficiency or one bedroom furnished apartment, or if not available,
- B. An unfurnished efficiency or one bedroom apartment, plus an allowance to rent suitable furniture,
- C. The average daily cost of utilities, telephone use fee, and basic cable TV service.

These costs are included in your 65% reduced lodging rate for the extended TDY location.

§  
301-11.217 **What will I be reimbursed when I am on military leave while on an extended TDY assignment?**

NASA employees on military leave will be reimbursed for 65% allowable lodging rate while on extended TDY provided the employee acted reasonably and prudently in incurring allowable expenses.

§  
301-11.218 **What will I be reimbursed when I am authorized to travel between the extended TDY location and other TDY destination?**

When NASA travelers perform TDY travel at locations other than the permanent duty station during the extended TDY assignment, the employee will be reimbursed the 65% lodging rate at the extended TDY location plus the expenses related to the TDY travel. If the standard authorized M&IE allowance is authorized for the TDY travel, the employee will not be required to itemize the cost of meals. If Actual Expense travel is authorized, the employee must file the travel claim as outlined in Subpart D of this Chapter.



§  
301-11.219 **How are my per diem allowances computed when I am authorized to travel between the extended TDY location and other TDY destinations?**

**A. Day TDY Travel Begins.**

(1) Lodging required. When lodging is required at the TDY site on the day travel begins (day of departure from extended TDY site), the per diem allowable will be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the assignment plus three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for the 65% reduced lodging rate at the extended TDY location.

(2) Lodging costs not incurred. When lodging is not required on the date travel begins, such as staying with friends or relatives or in Government provided quarters, the per diem allowable will be three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for the 65% reduced lodging rate at the extended TDY location.

(3) Lodging not required due to travel status of 12 hours or less. If the employee is NOT in a travel status for more than 12 hours, the employee is reimbursed the daily reduced per diem rate as usual.

**B. Full Calendar Days of Travel at a TDY Location.**

(1) Lodging required. For each full calendar day the employee is in travel status and lodging is required, the per diem allowable will be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the assignment, plus the location's applicable M&IE rate. In addition, the employee will be reimbursed for the 65% reduced lodging rate at the extended TDY location.

(2) Lodging not required. For each full calendar day that the traveler is in a travel status and lodging costs are not incurred, the per diem allowance will be the destination M&IE rate. In addition, the employee will be reimbursed for 65% reduced lodging rate at the extended TDY location.

**C. Day TDY Travel Ends.**

For the day the TDY travel ends (day traveler returns to the extended TDY location) the per diem allowable will be three-fourths of the M&IE rate applicable to the preceding

calendar day. There should be no lodging costs incurred at the TDY location. In addition, the employee will be reimbursed for the 65% reduced lodging rate at the extended TDY location.

§  
301-11.220 **May I stay with friends or relatives at my extended TDY location and receive a portion of the lodging allowance at the reduced per diem rate?**

You may only be reimbursed for any additional costs which can be shown to be directly related to your staying with friends or relatives, such as the cost to rent bedroom furniture. Token amounts for increased utility costs cannot be shown to be directly related to your occupancy because of the number of variables involved such as the daily weather conditions. Since you have not incurred any lodging expenses by staying with friends or relatives, NASA has no obligation to reimburse you any amount; therefore there has been no savings to the Government. You have decided to stay with friends and relatives for your personal convenience and so you will only be reimbursed the reduced M&IE rate and any additional costs incurred directly related to your stay. Since these are considered lodging costs, receipts are required, regardless of the amount.

§  
301-11.221 **May I be authorized to return to my permanent duty station for personal reasons while on an extended TDY assignment?**

Yes, periodic return travel home is justified incident to an extended TDY assignment. NASA allows for a trip home an average of every 3 weeks away on an extended TDY assignment, not to exceed 17 trips per a one-year assignment or the prorated equivalent rounded down for assignments of a lesser duration. For example, a six month assignment should not exceed 8 trips. For these authorized trips home you may use the Government contract city-pair fares and travel during work hours without taking any form of leave. You may always return home voluntarily more often than every 3 weeks. However, you may NOT use the Government contract city-pair fares for these trips and you may NOT use your Government contractor provided charge card to pay for the expenses. You must also travel on your own time or take appropriate leave for missed duty hours.

§  
301-11.222 **Under what circumstances may my authorized per diem rate is adjusted?**

If the Center DCFO or NSSC official determines that authorizations have been manipulated for the purpose of providing the employee with a higher per diem rate, the



following adjustment will be made based on the length of the assignment:

If the total length of assignment is over 30 days and subsequent weekly, biweekly, or monthly authorizations or combinations of these have been issued solely for the reason of providing a higher per diem rate, the traveler will be reimbursed starting at 12:01 a.m. on the day after arrival at the extended TDY location 65 percent of the maximum per diem established by GSA.

§  
301-11.223 **How will the adjustments be recovered?**

All adjustments will be recovered by either:

- A. Reducing future reimbursement claims the traveler submits;
- B. Billing and collecting from the traveler for any differential, if necessary; or
- C. Collecting outstanding amounts due the government from the traveler via salary offset procedures.

§  
301-11.224 **May I be reimbursed for actual expenses while on an extended TDY assignment?**

Yes. In instances when the prescribed per diem rate for an extended TDY assignment will not cover the continuing cost of the assignment, a request for adjustment should be made to the Director of Business Integration, OCFO, NASA Headquarters. All requests must be submitted in writing and signed by the designated authorizing official (supervisor/ director/ chief).

The request must include:

- A. A statement that the additional cost is a necessary expense to the Government.
- B. A statement that approval of the request is in the best interest of the Government.
- C. Estimated additional cost.
- D. Fund Center and Fund that will finance the additional cost.
- E. Start and end date of additional entitlement.
- F. Thorough explanation of why actual expenses are required.

When this information is collected, prepare a memorandum for the signature of the Director of Business Integration that identifies the traveler, briefly describes the requested

exemption/ waiver/ approval, and states that the request is approved.

The request should route through the Agency Travel Business Process Lead and the Director of Business Integration for their concurrence.

§  
301-11.225 **May I be reimbursed for the shipment of unaccompanied baggage in connection with my extended TDY assignment?**

Yes, if:

A. It is justified in connection with your extended TDY assignment.

B. The unaccompanied baggage being transported is 350 pounds or less.

C. The assignment is greater than 30 days.

D. The baggage will be transported in a manner that is most cost-effective to the Agency.

(1) When Driving:

a. Travelers may ship (UPS/Federal Express, etc.) ground service up to 350 lbs. in addition to what they can carry in their POV, if authorized.

b. Travelers may rent a trailer/truck (U-Haul, etc.) to carry any additional items to the extended TDY location. However, a cost comparison is required from the traveler showing that renting a trailer/truck is more advantageous to the government than the cost of airfare plus excess baggage or POV plus shipment of 350 lbs.

(2) When Flying:

a. Excess baggage is allowed up to 350 lbs, justification is required.

Note: Excess baggage does not include furniture or household items

§  
301-11.226 **What will I be reimbursed when I am authorized annual leave while on an extended TDY assignment?**

NASA employees on leave will be reimbursed 65% of the allowable lodging rate.

## Subpart D - Actual Expense

### § 301-11.301 **Who in my Agency can authorize/ approve my request for actual expense?**

Officials in charge at Headquarters and Center Directors or their designee to whom they have delegated authority.

### § 301-11.302 **When should I request authorization for reimbursement under actual expense?**

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, after the fact approvals may be granted when supported by an acceptable explanation.

#### A. Documentation of Travel Authorization (TA):

When actual expenses in lieu of per diem allowance are to be authorized, the TA will specify:

(1) The maximum expenses to be allowed. The specific places, dates and maximum allowance applicable to each area, and when applicable what will be allowed when traveling on an actual subsistence expense basis is performed in conjunction with travel on a per diem basis.

(2) Per Diem allowance and actual expense allowances will not be authorized for the same period of time.

#### B. Documentation of Actual Expenses on the Voucher:

(1) Itemization. When travel expense is authorized or approved on an actual expense basis, the employee shall itemize each expense claimed on the travel voucher.

a. Meals must be itemized separately, i.e., breakfast, lunch, and dinner.

b. Those expenses that do not usually accrue on a daily basis, such as laundry and cleaning and pressing of clothing, may be averaged over the number of days that actual expense reimbursement is authorized or Approved.

i. Receipts. Receipts shall be required for lodging, regardless of amount, and any individual meal when the cost is over \$75.00. The authorizing official or DCFO have the discretionary authority to require receipts for other allowable subsistence expenses; however, the employee must be informed of this

requirement in advance of travel.

ii. Exception to receipt and/or itemization requirement. When reimbursement for meals and incidental expenses is restricted to 100 percent of the applicable maximum M&IE rate for the locality involved, receipts or itemization of meals and incidental expenses as provided in subparagraphs (1) and (2) above need not be required except at management discretion.

§  
301-11.304 **What if my expenses are less than the authorized amount?**

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred. If you are authorized actual expenses, you may not be authorized the locality per diem rate after the start of the assignment.

§  
301-11.306 **What expenses am I required to itemize under actual expense?**

See FTR 301-11.306. When NASA limits M&IE reimbursement to either the prescribed maximum M&IE rate for the locality concerned or a reduced M&IE rate, it may or may not require M&IE itemization at its discretion.

Subpart E - Income Tax Reimbursement Allowance (ITRA), Tax Years 1993 and 1994

§  
301-11.523 **What documentation must I submit to substantiate my claim?**

NASA requires the following documentation:

A. A certified statement as prescribed in 302-17.10 of the FTR, and if applicable, the net earnings (or loss) for self-employment income shown on schedule SE of the IRS Form 1040.

B. A copy of W-2's, and if applicable, corrected W-2's.

Any documentation from the IRS identifying any interest or penalty payments (tax years 1993 and 1994 only).

Subpart F - Income Tax Reimbursement Allowance (ITRA), Tax Years 1995 and Thereafter

§  
301-11.623 **What documentation must I submit to substantiate my claim?**

NASA requires the following:

A. A certified statement as prescribed in 302-17.10 of the FTR, and if applicable, the net earnings (or loss) for self-employment

income shown on schedule SE of the IRS Form 1040.

B. A copy of W-2's, and if applicable, corrected W-2's.

C. Any documentation from the IRS identifying any interest or penalty payments (tax years 1993 and 1994 only).

Part 301-12 - Miscellaneous Expenses Foreign Currency Fee:

§ **What miscellaneous expenses are reimbursable?**

301-12.1

NASA will reimburse as a miscellaneous expenses all items listed in FTR §301-12.1 or any fees absolutely necessary for the completion of travel when they have been authorized and/or approved by the Agency.

GPS devices are not authorized when travel is being performed within the United States, but will be authorized when travel is being performed in a foreign country.

§ 301-12.2 **Will NASA pay me for any excess baggage charges I may incur?**

Yes, NASA will pay all charges listed in FTR 301-12.2; however, justification for the excess baggage is required by NASA.

§ **Will NASA pay for me to make official long distance telephone calls (e.g., to the office), to conduct business while on regular TDY?**

301-12.3

Yes, you are authorized to make and be reimbursed for long distance calls to conduct official business while on regular TDY. You should however; use Government-provided long distance services when they are available or the Government telephone card. NASA saves money when one of these methods is used. See NPD 2540.1.

§ 301-12.4 **Will NASA pay for me to make long distance calls home while on regular TDY?**

Yes, with the following limitations:

For domestic calls:

A. You must be in official travel status for more than 1 night.

B. Calls shall not exceed an average of one per calendar day and shall be brief in duration.

C. You will be reimbursed a maximum of \$5.00 per day.

For international Calls:

D. You must be in official travel status for more than 1 night.

E. Calls shall not exceed an average of one per calendar day and shall be brief in duration.

F. You will be reimbursed a maximum of \$7.00 per day. There will be no reimbursement when a government telephone card is used.

**§ 301-12.5 May I use a Government telephone charge card to make personal long distance phone calls while on regular TDY?**

Yes. NASA employees are encouraged to use the Government telephone card to help save NASA money. See NPD 2540.1.

**§ 301-12.6 How shall I receive reimbursement for telephone expenses?**

If the call is not placed with a NASA calling card, authorized telephone expenses should be claimed on the travel voucher as a miscellaneous expense.

**§ 301-12.7 Do these telephone allowances apply to extended TDY and Permanent Change of Station travel?**

No.

**Part 301-30 - Emergency Travel**

**§ 301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?**

See FTR 301-30.4. An "alternate location" is a destination other than the employee's official station or the point of interruption where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is NOT considered to be an alternate location.

**Part 301 -32 - Invitational Travel**

**§ 301-32.1 When may NASA authorize invitational travel for non-NASA persons?**

Invitational travel may be authorized under the following circumstances:

A. It is in the interest of a Center to invite a college or university

official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;

B. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a NASA operation or program;

C. It is determined that attendance and participation of an individual at a conference or meeting will be in the best interest of NASA;

D. An individual is required to attend a major award ceremony of the Agency or major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the Agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) to accept an award; One individual of the award recipient's choosing, related by blood or affinity, whose close association with the employee is the equivalent of a family relationship, may accompany the award recipient. The following restrictions apply:

(1) Travel must be directly to and from the site of the ceremony.

(2) Travel reimbursement is intended to cover instances in which the award recipient and his or her guest are both geographically distant from the site of the ceremony, rather than instances in which the award recipient's residence is in the same area as the ceremony.

E. A handicapped individual on temporary duty needs an attendant to accompany them on official travel;

F. Attendance of an individual is needed for the purpose of serving as a sponsor or participant in an official ceremony, which is directly related to NASA interests;

G. The NASA Administrator or Deputy Administrator determines that it is in the national interest because of a benefit to NASA's international cooperation efforts or another statutory mission of the Agency for a very high-level or otherwise notable NASA official or employee to be accompanied by their spouse:

(1) To attend an unquestionably official function in which the spouse participates, usually by providing a specific service, in an official capacity, or, because of a significant diplomatic or public relations benefit to the U.S. in a non-participatory role.

(2) Circumstances in which spousal travel will be justified under this Sub-section are rare, and will ordinarily only be present when spouses of other high-level invitees will be in attendance. Approval



of invitational travel under this subpart shall be made by the Administrator or Deputy Administrator following review by the Office of General Counsel at NASA Headquarters. When the traveler is the spouse of the Administrator or the Deputy Administrator, approval shall be by the General Counsel.

H. Invitational travel at Government expense will not be authorized for:

(1) Non-appropriated fund officials traveling on non-appropriated fund business;

(2) Contractor employees, unless approved by the cognizant Contracting Officer or representative in coordination with legal counsel at the requesting Center.

## Part 301-33 - Witnesses or Jurors

### § 301-33.1 **When will NASA pay for the travel expenses of witnesses or jurors?**

A. If the employee is a witness on behalf of the Government, NASA will issue travel authorizations as follows:

(1) If a case involves business of the Center at which the witness is employed, travel funds of that Center will be cited in the travel authorization.

(2) If the case involves business of a Center different from that at which the witness is employed, the travel authorization will be issued by the Center requesting the appearance of the witness.

(3) If the case involves business of a department or Agency of the Federal Government outside of NASA, that department or Agency concerned will be requested to issue the travel authorization.

B. If the employee is a witness other than on behalf of the Government, NASA will not issue travel authorizations. NASA regulations regarding absence from duty and expense reimbursement from a litigant apply.

C. If the employee is a Juror, NASA will not issue travel authorizations. NASA regulations regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement will apply.



§ **Are consultants and experts reimbursed for travel expenses?**

301-33.2

Consultants and experts who are in an employment status with or without compensation are reimbursed travel expenses from the time they depart their residence or normal place of business, on official Government business, until they return. The allowable rates and expenses are the same as for NASA travelers.

§ **Are there any limitations that apply to consultants or experts?**

301-33.3

When more than 130 days of full-time service is performed in any continuous 376 day period, such employment is no longer considered intermittent and the consultant or expert is automatically converted to the status of temporary employee and is assigned a permanent duty station. When this occurs the consultant or expert is only reimbursed for travel expenses at places other than the permanent duty station.

§ **How will Congressional travel be authorized?**

301-33.4

All travel arrangements and inquiries for members of Congress and their staffs will be coordinated and handled by the Office of Legislative Affairs, and authorized in accordance with NPD 9710.1\_, Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.

§ **Will employees serving as organization representatives be reimbursed for travel expenses?**

301-33.5

Yes, when employees serving as organization representatives perform travel to attend labor management meetings that are certified to be of primary interest to the U.S.

**Part 301-34 - Travel on Cost-Sharing Arrangements**

§ **When may NASA authorize cost-sharing arrangements for NASA employees?**

301-34.1

An employee and authorizing official may agree to a cost-sharing arrangement for travel under the Government Employees Training Act (5 U.S.C. § 4109). Under these conditions, the travel authorization will include appropriate statements indicating that attendance is in keeping with 5 U.S.C. § 4109, and the travel is a cost-sharing agreement. The cost sharing may be a variety of arrangements such as the employee paying for all travel and per diem expenses while NASA agrees to carry the employee in a duty status, or NASA may agree to pay all or some portion of the expense. The comment section of the travel authorization will

contain the following statement:

"Permissive travel authorized under the training act, reimbursement on a cost-sharing basis has been agreed to as mutually advantageous to both parties."

## Subchapter C - Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

### Part 301 -50 - Arranging for Travel Services

#### § **How should I arrange my travel?**

301-50.2

You must use the services of the TMC servicing your Center to arrange for common carrier transportation, lodging, and rental cars. Absent an approved exception under FTR 301-50.4 or FTR 301-73.104, you are responsible for any additional costs incurred as a result of failing to use the TMC. Furthermore, you may be subject to appropriate disciplinary action. See FTR 301-50.5.

### Part 301-51 - Paying Travel Expenses Subpart A - General

#### § **What is the required method of payment for official travel expenses?**

301-51.1

See FTR 301-51.1. All NASA Centers must use a central Government contractor-issued travel charge card for the purchase of airline tickets, rail and transaction fees once they have gone to the e-Travel solution.

#### § 301-51.8 **How do I apply for a Government issued travel card?**

- A. The Center APC will initiate the application on behalf of the traveler through the charge card provider's website.
- B. The traveler will then complete the application after they have received the email to do so.
- C. The application will then be routed to the traveler's supervisor for approval.
- D. The application will be routed for the Center APC for final review and approval.
- E. The application will then be routed to the charge card provider for processing.
- F. The traveler will receive their charge card and instructions from the charge card provided approximately 10-14 days later.

Note: A paper process can still be used. The above process allows for a quicker turnaround time for the traveler to receive their charge card.

#### **§301-51.204 How will I receive my travel advance?**

NASA travelers can only receive travel advances through the Government-issued travel card ATM advances. Exceptions are limited to the following:

A. Travelers without a Government-issued travel card.

B. Foreign travelers going to locations in which access to Automatic Teller Machines (ATM's) is limited.

For the exceptions listed above; travelers will coordinate with the Center's Travel Business Process Lead in the Office of the Chief Financial Officer.

### **Part 301-52 Claiming Reimbursement**

#### **§ 301-52.2 What information must I provide in my travel claim?**

In addition to the information required by FTR 301-52.2, if you travel to a foreign country, you must report total expenditures in U.S. dollars and provide the rate of exchange at which the foreign money was obtained. You may also report exchange fees.

Your travel claim must be recorded on a travel voucher within the Agency-wide electronic travel system. Your electronic signature will be required.

#### **§ 301-52.4 What must I provide with my travel claim?**

In addition to the receipts required by FTR 301-52.4, receipts for lodging taxes must be retained if such taxes are claimed and not included on the receipts for lodging expenses. It is the traveler's responsibility to retain as required by NARA standards.

#### **§ 301-52.6 How do I submit a travel claim?**

You must:

A. Submit your travel claim to your approving official for signature; and

B. Ensure your travel claim is submitted to the payment office servicing your travel claim in accordance with their operating procedures.

## § 301-52.7 **When must I submit my travel claim?**

You must submit your travel claim as follows:

A. Within 5 working days after you complete your trip or period of travel;

B. On a monthly basis if you are on extended temporary duty.

C. Every two weeks, if you are on extended temporary duty and have a restricted amount on your individually billed charge card.

## § 301-52.11 **What must I do to challenge a disallowed claim?**

See FTR 301-52.10. If, after reconsideration by your payment office, your claim is still denied, you may request that the payment office submit your claim to NASA Headquarters, OCFO, for consideration.

## § 301-52.16 **What must I do with any unused tickets, coupons, or other evidence of refund?**

See § 301-10.114.

## § 301-52.17 **Within how many calendar days after I submit a proper travel claim must my Agency reimburse my allowable expenses?**

See FTR 301-52.17. NASA's goal is to process all travel claim reimbursements within five days of submission to the payment office.

## § 301-52.20 **How are late payment fees calculated?**

Late payment fees are calculated by applying the current Prompt Payment Act Interest Rate beginning on the last day of the month after submission of a proper travel claim and ending on the date payment is made.

## Part 301-53 - Using Promotional Materials and Frequent Traveler Programs

## § 301-53.2 **What must I do with promotional benefits or materials I receive from a travel service provider?**

The benefits or materials received from a travel service provider in connection with official travel may be retained for personal use.

§  
301-53.5 **Under what circumstances may I use frequent traveler benefits to upgrade my transported class of service?**

You may use frequent travel benefits earned on official travel to upgrade your transportation class to premium class services. However, NASA will not pay for any upgrades, unless you meet one of the exceptions in the FTR 301-10.123 and 301-10.124.

Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card.

§301-54.1 **Is my agency allowed to collect undisputed delinquent amounts that I owe to a Government travel charge card contractor?**

Yes, upon written request from the contractor, NASA may collect, from your disposable pay, any undisputed delinquent amounts that you owe to a Government travel charge card contractor.

Subchapter D - Agency Responsibilities

Part 301 -71 - Agency Travel Accounting Requirements

Subpart B - Travel Authorization

§  
301-71  
.1 03 **What information must be included on all travel authorizations?**

In addition to the information required by FTR 301-71.103, all NASA travel authorizations shall include a travel authorization number. Foreign Travel Authorizations must contain the following information in the comments section:

- A. Detailed description of the trip without acronyms
- B. Travel destination
- C. Leave proposed, if any, during trip
- D. In-country hotel address and phone number
- E. In-country contact name and phone number
- F. Next-of-kin name, relationship to traveler, address and phone number
- G. Name(s) of additional NASA travelers on concurrent trip
- H. Name, organization code, and phone number of Headquarters

## Program Office Approving Official

I. China, Taiwan, and Switzerland require travelers to provide their date of birth on their travel authorization.

### § **Who must sign/approve a travel authorization/voucher?**

301-71.104

The delegation of authority to authorize or approve temporary duty travel is contained in NPD 9710.1\_ and FTR 301-71.107. No traveler can "self-approve" their authorization, unless as described in NPD 9710.1\_.

Definition of authorizing official and their duties:

#### A. Authorizing Official -

(4) Review and approve travel documents, such as Travel Authorizations, Travel Vouchers and Local Expense Reports (Local Vouchers), submitted by Travelers.

(5) Ensure that the arrangements and cost estimates are reasonable and consistent with mission requirements, and are reasonable for obligation.

(6) Review supporting documentation, such as receipts for travel vouchers.

(7) Ensure required receipts are electronically attached to travel vouchers.

(8) Approves any request for annual leave while on official travel.

### § **Are there any situations when a travel authorization is not needed for travel?**

301-71.109

Yes, when travel is performed within 50 miles of the permanent duty station or place of abode, authorization by an authorizing official may be either written or oral.

### § **What must be done regarding the travel authorization if there is a delay in travel?**

301-71.110

When TDY travel dates differ from approved itinerary as specified on the authorization, an amended travel authorization must be issued. The approved authorization and itinerary dates must match in FedTraveler.com prior to submitting voucher.

§  
301-71.111 **Under what circumstances may a travel authorization be amended?**

If the authorization is amended before travel begins, the authorization can be amended as necessary. If the authorization is amended after travel commences, the authorization can be amended only:

- A. When an error is apparent on the face of the authorization;
- B. When facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted when the authorization was prepared (55 CG 1241);
- C. When the provisions in the travel authorization are in conflict with the law, Agency regulation, or management instruction.
- D. When TDY travel dates differ from approved itinerary as specified on the authorization, an amended travel authorization must be issued. The approved authorization and itinerary dates must match in FedTraveler.com prior to submitting voucher.

§  
301-71.112 **What is the procedure if travel authorizations are cancelled?**

The employee is required to inform the authorizing official within 3 days after notification that the travel has been cancelled or postponed for more than 7 calendar days. Additionally the employee must cancel the authorization within the Agency-wide automated travel system.

§  
301-71.113 **Under what circumstances may a post approval be obtained for a voucher?**

- A. When an unexpected expense was incurred that was not pre-planned or pre-authorized.
- B. When the mode of transportation was varied due to unforeseen circumstances.
- C. Actual expenses for meals and lodging have increased beyond the traveler's control. 301-228 All circumstances will require justification for approval.

Subpart D - Accounting for Travel Advances



§ **When must an employee account for a travel advance?**

301-71.305

See FTR 301-71.305. As a basic rule, employees on extended assignments will account for a travel advance beginning with the second monthly voucher that is submitted. It will be liquidated in equal installments through the end of the assignment. When it is determined that a voucher payment will result in a negative reimbursement the advance will be accounted for in equal installments starting with the first voucher.

§ **How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?**

301-71.307

When the outstanding advance exceeds what is owed the employee, the employee must submit a check for the difference to the DCFO collection agent. Remittance by check shall be made payable to NASA.

§ **What should we do if the employee does not pay back a travel advance when the travel claim is filed?**

301-71.308

DCFOs shall officially notify the employee when a travel advance is considered to be delinquent. The notification may be accomplished by telephone, official notice, or bill of collection and should direct the employee to liquidate the delinquent advance in full within 10 calendar days after receipt of the notice.

If the employee does not fully pay within the specified timeframe, the outstanding advance will be collected by offsetting the employee's salary within 45 days after the travel was completed. If required, recovery will also be made from retirement credit, the traveler's estate, by deduction from any amount due from the United States, or by any other legal method that may be necessary (salary offset or collection from other amounts due shall be considered before retirement credit.)

## Part 301 -74 - Conference Planning

### NASA Sponsored Conferences

See FTR 301-74.8. Officials in Charge of HQ Offices and Center Directors have authority to establish conference lodging allowances, ensuring no allowance is twenty five percent greater than the applicable locality lodging per diem rate. This authority may be delegated to not more than one immediate subordinate official.



## Non-NASA Sponsored Conferences

See FTR 301-74.9. A travel approving official may authorize the reimbursement of lodging expenses incurred up to the conference lodging allowance rate.

### § 301-74.19 **What records must we maintain to document the selection of a conference site?**

The recording requirements of FTR 301-74.19 will be fulfilled by completion and retention of the NASA SPONSORED CONFERENCE - APPROVAL TO CONDUCT form, See A-68.

### § 301-74.25 **Will I be reimbursed for registration fees and other expenses in connection with my attendance at a conference?**

There are legal restrictions on the use of appropriated funds in relation to attendance at meetings and conferences. Questions regarding the allowability of meeting expenses should be directed to the appropriate person in the Center DCFO organization, before they are incurred. Some general guidelines are provided below.

Expenses of training do not include membership fees except to the extent that the fee is a necessary cost directly related to the training or that payment of the fee is a condition precedent to undergoing the training.

#### NASA Sponsored Meeting or Conferences

A. Registration fees or any other fees charged for NASA sponsored meetings or conferences cannot be considered as an allowable expense.

B. Per Diem or actual expenses cannot be paid at the official duty station; those expenses are considered to be a personal expense of the employee.

#### Non-NASA Sponsored Meeting or Conferences

A. For meetings sponsored by non-governmental organizations, if a single "registration fee" is charged covering both attendance and meals and no separate charge is made for meals, NASA may pay the full fee. If a separate charge is made for meals, NASA may pay for the meals if there is a showing that:

(9) The meals are incidental to the meeting;

(10) Attendance of the employee at the meal is necessary for full participation in the business of the meeting; and

(11) The employee is not free to take the meals elsewhere without being absent from the essential business of the meeting.

B. When travel is involved in attendance at a meeting, under the provisions of 5 U.S.C. 4109 or 5 U.S.C. 4110, registration fees meeting the legal criteria shall be authorized on the travel authorization. When travel expenses (and registration fee, if appropriate) are authorized under the provisions of 5 U.S.C. 4109 for training, the travel authorization shall be supported by an approved training request.

C. When attendance at meetings or conferences is authorized and does not involve travel because it takes place in the local area, approved registration fees will be reimbursed through submittal of a local voucher that will be supported with an approved training request.

D. When meals are included in the registration fee, a reduction will be made to the meals and incidental expense allowance in accordance with FTR 301-11.18. In claiming reimbursement, employees are required to include a copy of the registration form that indicates if the registration fee includes charges for luncheons, banquets, or alcoholic beverages. The form should also indicate which meals were furnished and the dates they were furnished. Finally, a statement should be written on the in comments section of the travel voucher / local voucher, that indicates meals should be deducted from the per diem rate. The cost of alcoholic beverages is not allowable.

## **§ 301-74.27 What must we provide for Conference Cost Reporting?**

Per the FY 2008 Consolidated Appropriations Act, P.L. 110-161 (the Act), requires that the National Aeronautics and Space Administration (NASA) provide quarterly reports to NASA's Inspector General and an annual report to Congress with specified information regarding events meeting the criteria of a "conference" under the Act. The requirements of the Act are in addition to requirements imposed by the Federal Travel Regulation (FTR) for conference planning and reporting. The Act requires NASA Head Quarters Offices and NASA Centers to prepare reports on conference costs based on the records of those NASA offices that sponsor conferences and on the records of travelers who attend conferences sponsored by NASA or others. Requirements and guidelines are provided in FMR Volume 8, External Reporting, Chapter 29, "Conference Cost Reporting."

## Subpart B - Travel Expenses

### § 301-75.100 **Must we pay all of the interviewee's pre-employment interview travel expenses?**

NASA Centers may pay all or part of pre-employment travel expenses, in accordance with the provisions of FTR 301-75.100. Allowable expenses are subject to applicable Government limitations.

### § 301-75.103 **What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?**

In addition to the requirements of FTR 301-75.103, Centers shall inform the interviewee of their liability for value of tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on a travel voucher.

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## CHAPTER 302 - RELOCATION ALLOWANCES

### Part 302-6 - Allowances for Temporary Quarters Subsistence Expenses Subpart A - General Rules

#### § 302-6.6 **Must my agency authorize payment of a TQSE allowance?**

See FTR 302-6.6. NASA's authorizing official will determine if TQSE allowance is necessary and will authorize it on NASA Form 1450, Authorization - Change of Station.

#### § 302-6.11 **What methods may my agency use to reimburse me for TQSE?**

NASA will reimburse you for TQSE under the actual expense method unless you choose the "Fixed Amount" reimbursement method. Once you select a TQSE method the selection may not be changed. You must make this binding decision when completing the NASA Form 1449 - Information Covering Persons Transferred of Appointed to First Duty Station, before your authorizations are prepared.

#### § 302-6.13 **How soon may I/we begin occupying temporary quarters at Government expense?**

TQSE occupancy must begin within 2 years after the employee reports for duty at the new PDS unless that time is extended.

§  
302-6.14 **How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?**

The payment office will determine this on case-by-case basis using the information that you provide. The following is a list of the kind of information that will be used when making the determination:

- A. Short term lease;
- B. HHG movement into quarters;
- C. Type of quarters;
- D. Expression of intention;
- E. Attempts to secure a permanent dwelling; and
- F. Length of time employee occupied quarters.

§  
302-6.19 **What will I be reimbursed if I am required to perform temporary duty travel while in temporary quarters?**

You will be reimbursed at a rate that will cover the daily fixed lodging cost incurred at the temporary quarter's location, not to exceed the maximum lodging per diem at the location.

Subpart B - Actual TQSE Method of Reimbursement

§  
302-6.100 **What am I paid under the actual TQSE reimbursement method?**

See FTR 302-6.100. If you are authorized the actual TQSE reimbursement method, the actual number of days reimbursed on either a lodgings plus or fixed amount house hunting trip basis are deducted from the first 30 day period of authorized actual TQSE.

§  
302-6.101 **May my agency reduce my TQSE allowance below the "maximum allowable amount?"**

See FTR 302-6.101. TQSE should be reduced or not allowed if you had adequate opportunity to complete arrangements for permanent residence quarters as the result of an extended temporary duty assignment at the new official station or other circumstances. However, if a TQSE is authorized, NASA has determined that for M&IE purposes, costs up to 45 percent of the daily maximum allowance will be considered reasonable.

§  
302-6.104 **How long may I be authorized to claim actual TQSE reimbursement?**

See FTR 302-6.104. You will be limited to a maximum of 60 days of TQSE if you elect to use relocation services contractor and receive payment for the home marketing incentive.

§  
302-6.106 **May I interrupt occupancy of temporary quarters?**

See FTR 302-6.106. If you are on annual leave at a location other than at the permanent duty location you may not be reimbursed subsistence expenses during the period of leave.

§  
302-6.112 **What must I do to file for an extension of my TQSE allowance?**

Authorization to extend the time for temporary quarters and the numbers of days authorized shall be held to a minimum. Extension of time for temporary quarters may be authorized only in situations during the initial 60-day period of temporary quarters. To obtain authorization you must provide the authorizing official with written justification that clearly describes the circumstances, warranting the extension that is beyond your control. We may authorize an extension up an additional 60 days.

For the purpose of this authorization, the Administrator's designee shall be an official at least one management level higher than the official who authorized the first 60 days of TQSE for the requesting employee.

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## CHAPTER 303 - PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES Subpart D - Transportation of Immediate Family Members, Baggage, and Household Goods

>§  
303-70.302 **When the employee dies at or while in transit to or from his/her official station outside CONUS, must we return the employee's immediate family, baggage and household goods to the residence or alternate destination?**

Under FTR 303-70.302, NASA's Associate Administrator, Office of Headquarters Operations, the Center Director or his/her designated representative are designated representatives to approve the family's election to return to an alternate destination.

§  
303-70.306 **What are the allowable costs of transportation of household goods?**

The allowable costs include packing, crating, drayage and transportation of household effects such as furniture and furnishings that are usual and necessary for the maintenance of a household establishment. Groceries, provisions, wines, liquors, animals, or birds are not considered household goods. Expenses incurred in hiring and transporting lift vans, and in packing, crating, boxing, or packing in lift vans for shipment will be paid. However, no allowance will be made for charges in connection with any shipment of empty lift vans, or for payment of storage charges or import duties on lift vans.

Subpart E - Preparation and Transportation Expenses for Remains of Immediate Family Members

§  
303-70.400 **When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we furnish mortuary services?**

The NASA Associate Administrator, Office of Headquarters Operations for Headquarters, or the Center Director, or his/her designated representative, for a Center, may make the determination in FTR 303- 70.400(b).

§  
303-70.401 **When an immediate family member, residing with the employee, dies while the employee is station outside CONUS, must we pay expenses to transport the remains?**

The NASA Associate Administrator, Office of Headquarters Operations for Headquarters, or the Center Director, or his/her designated representative for a Center, may approve the alternate destination under FTR 303-70.401. In that case, the allowance expenses cannot exceed the cost of transportation to the decedent's residence.

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## CHAPTER 304 - PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES

### Part 304-1 Acceptance of Payment from a Non-Federal Source for Travel Expenses

§304-1.9 **What form must we use to report payments received by the Agency from Non-Federal sources?**

NASA's Excel version of the SF-326-Semiannual Report of Payments Accepted From a Non-Federal Source shall be used by Centers to report payments received from non-Federal sources. This report applies to all payments that are more than \$250 per event.

### NASA SPONSORED CONFERENCE - APPROVAL TO CONDUCT

Function Title: \_\_\_\_\_

Function Purpose: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Host: \_\_\_\_\_

Dates: \_\_\_\_\_

Attendees: \_\_\_\_\_

NASA: \_\_\_\_\_

NASA Project and Support Service Contractors: \_\_\_\_\_

Other Government: \_\_\_\_\_

Other: \_\_\_\_\_

	Location 1	Location 2	Location 3
Site:			
Travel Costs:			
Conference Services Cost:			
Total Conference Cost:			
Total Salary Cost 1			

Estimate based on \$240/day/person

Site recommendation and supporting rationale:

Submitted by: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Action: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Title: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### **PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS**

For the Continental United States (CONUS) per diem rates, see applicable FTR Per Diem Bulletins, issued periodically and available on the Internet at <http://www.gsa.gov/perdiem>.

#### **PRESCRIBED MAXIMUM PER DIEM RATES FOR OCONUS**

Maximum rates of per diem allowances for travel in foreign areas are established by the Secretary of State and apply to all U.S. Government employees and contractors. Applicable rates are available on the Internet at <http://www.state.gov/m/a/als/prdm>.

#### **ALLOCATION TABLE FOR PREPAID M&IE DEDUCTIONS OUTSIDE CONUS**

MI&E rates for localities in foreign areas and for localities in non-foreign areas shall be allocated as shown in Appendix B to Chapter 301 of the Federal Travel Regulations (FTR).